



Summer Day Camp Handbook 2010

Welcome!

Did you know?

Lincoln Parks & Recreation has served our community with summer programs for children and youth since the 1940's.

Thank you for choosing Irving Recreation Center Day Camp for your child this summer. We are pleased to have the opportunity to spend this exciting time of year with your family, and our experienced staff is planning a summer full of fun and developmental benefit for Irving day campers. At Irving Recreation Center you can count on our longstanding reputation for quality recreation experiences for children and youth.

Please take the time to review our Summer Day Camp Handbook with your child. Inside you will find important information about camp. If you have any questions, please let us know!

Open House

Please plan to attend our Day Camp Open House on **Sunday, June 6, from 2:00 to 4:00 p.m.** This will be a wonderful opportunity to meet our staff, ask questions, become familiar with our facility, and submit last-minute forms. There will be a brief presentation at 2:30 p.m.

2010 Van Dorn, Lincoln, NE 68502 · 402-441-7954

Our mission

It is the mission of the Lincoln Parks and Recreation Department to enhance the quality of life in our community by providing and maintaining quality parks and green spaces, and by offering enriching recreation activities and facilities for all people in Lincoln. This is accomplished through dedicated leadership, a commitment to excellence, creative programming, and the best use of our natural, financial, and human resources.

Program goals

At Lincoln Parks and Recreation Summer Day Camps, families can expect a focus on large group games and activities, skill building with challenging activity levels, site-based activities and city-wide field trips, and individual exploration of interests through a wide range of activities offered.

To support our work in achieving our mission, we have identified a series of strengths in the areas below that we intend to provide and develop in our child and youth program participants:

- Physical development (i.e., physical activity, healthy living, etc.)
- Social development (i.e., support, empowerment, social skills, etc.)
- Learning skills (i.e., planning, decision making, reading, etc.)

Program evaluation

Over the course of the summer campers and their parents will be asked to take surveys regarding their experiences at Day Camp. The information we receive is extremely valuable to us as we gauge the effectiveness of how well we meet our goals and will also be used as part of a larger evaluation of our performance according to City budget outcomes. For more information about City of Lincoln budget priorities and performance measures, visit <http://www.lincoln.ne.gov/city/mayor/progress/>

Summer 2009

100% of parents who completed our survey reported their family enjoyed Day Camp at Irving Rec. Center and that it met their needs. 98% rated their experience as good or excellent!

Summer calendar

Open House: Sunday, June 6 (2-4 p.m.)

Week 1: June 7—11

Week 2: June 14—18

Week 3: June 21—25

Week 4: June 28—July 2

Week 5: July 6—9 (No camp July 5.)

Week 6: July 12—16

Week 7: July 19—23

Week 8: July 26—30

Week 9: August 2—6

Week 10: August 9—13

Payment schedule

Your balance is due according to the following schedule:

Weeks 1—4 due June 1

Weeks 5—8 due July 1

Weeks 9—10 due August 1

REFUND POLICY: The \$10 weekly registration fee is nonrefundable. Refunds for weekly fees must be requested prior to the first day of the session. After the session begins, refunds will not be granted. Refunds will not be granted for campers who miss days of camp due to disciplinary action. (See our discipline policy included in this handbook.)

Hours of operation

The following times are included in the Day Camp fee:

7:00—9:00 a.m.: Early drop-off

9:00 a.m.—4:30 p.m.: Core program hours

4:30—6:00 p.m.: Late pick-up

LATE FEE POLICY: Parents who do not pick up their child by 6:00 p.m. will be charged a late fee of \$5 for every 15 minutes they are late. After 6:30 p.m., it is our policy to call the police dept. out of concern for the child.

Important details

Schedules. Weekly schedules will be available at the service counter. Daily schedules are posted in the recreation center. If your child will arrive late or be picked up early, please consult the schedule and notify camp staff.

Sign in/out. A parent or guardian must sign campers in and out at the service counter at both the beginning and end of the day. Campers who walk to and from camp must receive permission to sign themselves in and out for the day.

Parent visits. Parents are welcome and encouraged to visit camp during the day; however, please sign in first at the service counter.

Lost and found. Please check the Day Camp lost and found basket, located in the center lobby weekly. Items remaining in the basket at closing time each Friday will be placed in storage. Any items left unclaimed at the end of the summer will be donated to a local charity.

Medication. If your child will be taking medication at camp (prescription or over-the-counter), you must request and complete a Medication Consent Form. All medications are kept secured in a designated area.

Absence or illness. Please notify camp staff if your child will be absent. If a camper becomes ill during the day, a parent will be notified so the camper can be picked up early.

Rest and breakfast. Please help your child be physically prepared for long, active, and fun days at camp by ensuring they get adequate rest the night before and a balanced breakfast each morning.

Clothing. Campers should come to camp dressed appropriately for physical activity, including comfortable tennis shoes, and the day's weather.

Bus trips and library walks. Day camps may use public transportation for outings scheduled in addition to weekly field trips. Campers may also walk a neighborhood route to South Branch Library.

Bring to camp

All campers should bring the following items to camp:

- Closed construction athletic shoes. Open footwear such as sandals are not a safe option; those who do not have appropriate footwear will not be allowed to participate in many camp activities.
- A sack lunch. Lunches will be kept in coolers. **No microwave lunches.** *Irving Recreation Center will provide a daily snack.*
- Sunscreen and insect repellent.
- Water bottle permanently labeled with the camper's name.
- Swimwear and bathing towel (swim days only).
- Camp t-shirt (field trip days).

Leave at home

- Cell phones - *If a parent prefers their child bring a cell phone to camp, it **must** remain with the camper's personal belongings in the coat room during core program hours (9:00 a.m.—4:30 p.m.). Messages can always be left for campers by calling the office (441-7954).*
- Handheld video game systems
- Money - *Campers may choose to bring change for vending machine use; however, they must keep it on their person.*
- Personal video games
- Trading cards and games
- Shoes with wheels in them (i.e., "Heelys")
- Valuable or sentimental items

Irving Recreation Center cannot be responsible for lost or stolen items.

Discipline policy

Our expectations for behavior:

BE SAFE—BE RESPECTFUL—BE RESPONSIBLE

We use the Standard Discipline Policy of the Parks and Recreation Department. Please review this policy with your child. Every effort will be made to resolve behavior problems, but please be aware that if there are continuous or serious behavior issues your child could be suspended. If suspension becomes necessary, parents will be contacted the same day. We appreciate your support in managing behavioral issues.

When there is an infraction of rules, we issue a warning and encourage children to continue playing or ask them to take a time out, and then resume play.

- If disruptive behavior continues after one time out, the child is given a second time out and then may resume play.
- If disruptive behavior continues after two time outs (or refusal to go to a time out) the child may be suspended for the rest of the day or for the following day. Parents will be contacted.

The above process will be used again if there is a second incident of continued disruptive behavior. If a second suspension is necessary, it will again be for the rest of the day or the following day.

If a third suspension is necessary, it will be for one week. A fourth suspension will again be for one week.

An additional suspension could be for 30 calendar days or to the end of the program depending on the incident.

Please note – for incidents which are more serious, we may need to move through these steps more quickly than outlined.

What to expect

At our camps, parents and participants can expect large group games and activities, skill building, community service, swimming, and City-wide field trips. At the same time, day camp allows for individual exploration of interests with participation in activities such as reading programs, creative arts, and individual sports. In the end, our goal is to promote physical and social development, learning skills, and the exploration of lifelong leisure activities through the variety of opportunities available at Irving Recreation Center's summer day camps.

Our facilities

While each camp will have access to recreation center facilities, we will also utilize outdoor areas such as Irvingdale Park, Irvingdale Pool, the playing field north of the recreation center, and Irving Middle School outdoor basketball courts. Additional indoor spaces include Irving Middle School classrooms and auditorium gym.

Our partners

Our list of program partners this summer includes, but is not limited to, the Nebraska Game and Parks Commission, UNL Extension 4-H Youth Development, and Woods Tennis Center. A special thanks to Irving Middle School for allowing us to use additional space in the school.

Our youth volunteers

At Irving Recreation Center, we understand that young people benefit from having useful roles in the community and by providing service to others. We have a small group of youth volunteers who will serve under the training and direction of one of our AmeriCorps Members. Volunteers must have completed at least eighth grade and have completed an application and reference process to be considered. Their role is to assist Day Camp staff with daily operations. In turn they receive the developmental benefit of the experience and acquire important job skills along the way.

Camp Character

Camp Character is specifically for children who have completed grades K-4. Due to recent growth of this program, Camp Character will be divided each week into two smaller subgroups that will have separate field trip and swimming schedules. Families will receive advance notice regarding to which group(s) their child(ren) will belong. Here's a just a small sample of some of the special program activities for the summer:

CHARACTER COUNTS!: We help day campers develop lifelong social skills by implementing the six pillars of character (trustworthiness, respect, responsibility, fairness, caring, and citizenship) into everything we do.

4-H Club: All day campers whose parents sign permission will participate in our very own 4-H club!

Tennis Lessons: We participate in Woods Tennis Center's "Taking the Game to the Community" program in Irvingdale Park every Wednesday and Friday (except week 5). Campers who participate in at least eight (8) lessons will be eligible to take a free racket home at the end of the summer.

Archery: One of our very own National Archery in the Schools Program (NASP) trained staff will teach archery to those who have completed grades 3 and 4 throughout the summer.

Swimming:

Group 1—Monday and Thursday, 11:30 am—1:00 pm at Irvingdale Pool

Group 2—Monday and Tuesday, 11:30 am—1:00 pm at Irvingdale Pool

Field Trips:

Group 1* Group 2**

6/8	6/10	Lost in Fun
6/15	6/17	Henry Doorly Zoo (Omaha)
6/22	6/24	Chuck E. Cheese's
6/29	7/1	Hollywood Bowl
7/6	7/8	Champions Fun Center
7/13	7/15	Skate Zone
7/20	7/22	Children's Zoo/Antelope Park
7/27	7/29	Island Oasis Water Park (Grand Island)
8/3	8/5	Adventure Golf
8/10	8/12	Pioneers Park

Important: Field trips are subject to change. Always consult the camp's weekly newsletter for details.

Camp Challenge

Camp Challenge is a program for youth who will be enrolled in middle school for the coming school year. Each week at camp will include a variety of individual and group challenges through group games, team sports, individual and small group activities, summer reading, creative activities, swimming, field trips and more! A few special programs activities are highlighted below.

Tennis Lessons: We participate in Woods Tennis Center's "Taking the Game to the Community" program in Irvingdale Park every Tuesday and Thursday (except week 5). Campers who participate in at least eight (8) lessons will be eligible to take a free racket home at the end of the summer.

Archery: One of our very own National Archery in the Schools Program (NASP) trained staff will teach archery throughout the summer. Campers will be challenged to participate in the Parks and Rec. Summer Day Camp Archery tournament at the end of the summer.

Swimming: Thursdays and Fridays at Irvingdale Pool, 11:30 am—1:00 pm

Agents of Change: Campers will be challenged to plan their own community service projects including researching a need, planning their action steps, and implementing their projects.

Health Rocks!®: Campers will have the opportunity to participate in this fun healthy living program aimed at increasing the knowledge, skills, and beliefs it takes to reduce tobacco, alcohol, and other drug use.

Field Trips (Wednesdays unless otherwise noted):

6/9	Adventure Golf
6/16	Hollywood Bowl
6/23	Skate Zone
6/30	Fishing at Holmes Lake
7/7	Henry Doorly Zoo
7/16	Pool Party & Lock-in (Friday)
7/21	Champions Fun Center
7/28	Memorial Stadium Tour
8/4	Laser Quest
8/11	Pioneers Park

*Important: Field trips are subject to change. Always consult the camp's weekly newsletter for details.

Important forms

Please double-check that you have completed and returned the following important forms to Irving Recreation Center:

- **Participant and Family Information Forms**
- **Waiver, Release of Claims, and Permission Form**
- **Media, Talent, and Production Consent and Release Form** (This form allows us to take pictures of camp activities for display and/or promotional materials.)
- **4-H Club Participation Form** (As a benefit of our partnership with the University of Nebraska Extension, day campers will participate in fun learning opportunities with Day Camp staff using 4-H curriculum.)
- **Medication Consent Form** (Only if your child will be administered medication during the camp day.)

We're online!

If you have not yet had an opportunity to explore our new website, parks.lincoln.ne.gov, we encourage you to do so. We intend to use the Irving Recreation Center Summer Day Camp page to communicate important information with parents and families this summer.

While you're there, check out the wide range of fun, healthy activities and programs for all ages offered by Lincoln Parks and Recreation. We are no longer sending out our program guide. Instead, we invite you to visit the website for information about city-wide classes, programs, team sports, School's Out (day camps and after school programs), and much more. If you need access to the Internet, public computers are available at libraries and recreation centers. Program information sheets are also available at Irving Recreation Center and the Lincoln Parks and Recreation Administrative Office at 2740 "A" Street.

About Irving Rec. Center

Programs. Given Irving Recreation Center's adjacency to a public school, child and youth recreation programming are important components of center operations. However, Irving Recreation Center offers programs and services for all ages, from preschool to older adults:

- Open public drop-in
- Fitness room
- Court reservations
- Facility rentals
- Meeting rooms
- Adult arts and crafts
- Dual Language Preschool (English/Spanish)
- Teen dances
- Family events
- Open gym for youth
- After school programs for Irving Middle School students
- Child and youth summer day camps

History. Irving Recreation Center was the first joint facility built in cooperation with the Lincoln Parks and Recreation Department and the Lincoln Public Schools. It was originally proposed in 1971 and 1972 when the school district was planning to build a new gymnasium at Irving Junior High. The proposal for the common facility was approved and construction started in September 1975. The recreation center was completed and opened to the public on March 28, 1977. The common facility model allows each agency to save money by sharing costs and space, and in turn, provide affordable opportunities for citizens. It also strengthens the network of support available to children, youth, and families in the community through the coordinated efforts of the school and rec. center.

